UNITED NATIONS

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Secretariat

ST/IC/1992/45
21 August 1992

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: MEMBERSHIP OF THE APPOINTMENT AND PROMOTION BOARD AND OF THE HEADQUARTERS APPOINTMENT AND PROMOTION COMMITTEE*

1. The Secretary-General, in consultation with, and after consideration of a panel of names proposed by, the Staff Council, has appointed the following officials as members and alternate members of the Appointment and Promotion Board and of the Headquarters Appointment and Promotion Committee to serve from 8 September 1992 through 7 September 1993. An addendum to this circular will be issued later to include representation in the alternate membership of the Appointment and Promotion Board of offices away from Headquarters in accordance with the recommendations of the Staff Management Coordination Committee in 1991 which were subsequently approved by the Secretary-General.

I. APPOINTMENT AND PROMOTION BOARD

Members

Ms. Patricia LECOMTE DU NOUY**	Office of Conference Services Department of Administration and Management
Mr. Cristian OSSA	Development Policy and Analysis Division Department of Economic and Social Development

* Personnel Manual index No. 4110.

** Members nominated by the Staff Council.

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Ms. Dunja PASTIZZI-FERENCIC**	Science, Technology, Energy, Environment and Natural Resources Division, Department of Economic and Social Development
Mr. Samir SANBAR**	Information Centres Division, Department of of Public Information
Ms. Carole THOMPSON	Electronic Services Division, Office of General Services, Department of Administration and Management
Mr. Eugeniusz WYZNER	Under-Secretary-General Department of Public Information
The Assistant Secretary-General for Human Resources Management or his representative as ex-officio member	

Alternate members

Mr. Hedi ANNABI	Department of Peace-keeping Operations
Mr. Felix DOWNES-THOMAS	Department of Humanitarian Affairs
Ms. Faiha KAMAL	ECOSOC Affairs and Inter-Agency Coordination Division, Department of Economic and Social Development
Ms. Margaret KELLEY**	ECOSOC Affairs and Inter-Agency Coordination Division, Department of Economic and Social Development
Ms. Zohreh TABATABAI**	Special Representative for Public Affairs Office, Offices of the Secretary-General
Mr. Yeun-Chung YU**	Statistical Division, Department of Economic and Social Development

II. HEADQUARTERS APPOINTMENT AND PROMOTION COMMITTEE

Members

Ms. Sulafa AL-BASSAM	Office of Programme Planning, Budget and Finance, Department of Administration and Management

Mr. Kwaku ANING**	Science, Technology, Energy, Environment and Natural Resources Division, Department of Economic and Social Development
Mr. Demetrios ARGYRIADES	Technical Assistance, Recruitment and Administrative Service, Programme Support Division, Department of Economic and Social Development
Mr. Paul EMERSON**	Statistical Division, Department of Economic and Social Development
Ms. Hazelien FEATHERSTONE**	Office of Programme Planning, Budget and Finance, Department of Administration and Management
Ms. Angela KNIPPENBERG-UTHER	Executive Office of the Secretary-General Offices of the Secretary-General
The representative of the Office of Human Resources Management as ex-officio member	

Alternate members

Mr. Khidir Abdel RAZIG**	Office of Conference Services, Department of Administration and Management
Ms. Lyutha Sultan AL-MUGHAIRY**	Department of Political Affairs
Mr. German BRAVO-CASAS	Population Division, Department of Economic and Social Development
Ms. Tatiana BROSNAKOVA	Department of Political Affairs
Ms. Silvana DA SILVA**	Office for Disarmament Affairs Department of Political Affairs
Mr. Jacinto DE VERA**	Programme Support Division, Department of Economic and Social Development
Ms. Angela MASITHELA	Programme Support Division, Department of Economic and Social Development
Ms. Tahani El-ERIAN**	Office of Conference Services, Department of Administration and Management
Mr. George HADDAD	Office of Programme Planning, Budget and Finance, Department of Administration and Management

Mr. Chung-Tak KWOK**	Office of Conference Services, Department of Administration and Management
Ms. Nicole LANNEGRACE	Department of Political Affairs
Ms. Michele SAKURAI**	Office of Conference Services, Department of Administration and Management
Mr. Alexandre TITOV	Office of Conference Services, Department of Administration and Management
Ms. Angela VEGA	Office of Conference Services, Department of Administration and Management

2. Ms. Lois M. East will continue to serve as Secretary of the Appointment and Promotion Board and the Headquarters Appointment and Promotion Committee.

UNITED
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Secretariat

ST/IC/1992/46
21 August 1992

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: MEMBERSHIP OF THE APPOINTMENT AND PROMOTION PANEL*

1. The Secretary-General, in consultation with, and after consideration of a list of names proposed by, the Staff Council, has appointed the following staff members as members and alternate members of the Appointment and Promotion Panel to serve for one year from 8 September 1992 through 7 September 1993.

Members

Ms. Larisa BABYNINA	Publishing Division, Office of Conference Services, Department of Administration and Management
Ms. Reena BHANDARI**	Communications Service Section, Communications and Project Management Division, Department of Public Information
Mr. Andras BLAHO	International Economic Relations Branch, General Analysis and Policies Division, Department of Economic and Social Development
Ms. Gertrude BLAKE	Division for Ocean Affairs and the Law of the Sea, Office of Legal Affairs

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* Personnel Manual index No. 4120.

** Members nominated by the Staff Council.

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Members

Mr. Ahsen A. CHOWDHURY**	Secretariat of the United Nations Joint Staff Pension Board and Committee
Ms. Noriko Kimura GINES**	Technical Operations and Publications Service, Dag Hammarskjöld Library, Office of Conference Services, Department of Administration and Management
Ms. A. Juliette GRIFFITH**	Internal Audit Division, Department of Administration and Management
Ms. Margie KAM	Publicity, Assistance and Promotion of International Action Branch, Centre Against Apartheid, Department of Political Affairs
Mr. Paul KAZAROV	Reproduction Section, Publishing Division, Office of Conference Services, Department of Administration and Management
Ms. Isabel MARCAL**	Planning and Early Warning Service, Office for Research and the Collection of Information, Department of Political Affairs
Mr. Jorge MELVANI**	Buildings Management Service, Buildings and Commercial Services Division, Office of General Services, Department of Administration and Management
Ms. Doretta MIRAGLIA	Commercial, Purchasing and Transportation Services, Building and Commercial Services Division, Office of General Services, Department of Administration and Management
Mr. Barry A. MIRKIN	Population Policy Section, Population Division, Department of Economic and Social Development
Ms. Colette MNINSKI	Unit for Peace-keeping Matters and Special Assignments, Office for Programme Planning, Budget and Finance, Department of Administration and Management
Ms. Denise OPPERMAN**	Technical Operations and Publications Service, Dag Hammarskjöld Library, Office of Conference Services, Department of Administration and Management

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Members

Mr. Thomas PRENDERGAST**	Electronic and Magazines and Feature Service, Information Products Division, Department of Public Information
Ms. Eslyn M. SYLVESTER	Editorial Unit, Division for Regional Cooperation and Self-determination, Department of Political Affairs
Mr. Norbert S. WILLIAMS**	Security and Safety Service, Office of General Services, Department of Administration and Management
The representative of the Office of Human Resources Management as ex officio member	

Alternate members

Ms. Antigoni AXENIDOU	General Legal Division, Office of Legal Affairs
Ms. Maryse BAYARD**	Political, Legal and Common Services Service, Office for Programme Planning, Budget and Finance, Department of Administration and Management
Ms. Nancy A. CALDWELL**	Technical Operations and Publications Service, Dag Hammarskjöld Library, Office of Conference Services, Department of Administration and Management
Ms. Edyth A. CASTELLARES	Inter-organizational Coordination and Cooperation Branch, ECOSOC Affairs and Inter-Agency Coordination Division, Department of Economic and Social Development
Mr. Jose FRAGA	Contracts and Procurement Service, Programme Support Division, Department of Economic and Social Development
Mr. Vitali GANIN	Security Council Servicing Section, Department of Political Affairs
Mr. Jose GOLFARINI**	Reproduction Section, Publishing Division, Office of Conference Services, Department of Administration and Management

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Alternate members

Mr. Carl GRAY**	Developing Economies Section, Development Policy Analysis Division, Department of Economic and Social Development
Mr. Henry BEKEL**	Maintenance and Operations Section, Building and Commercial Services Division, Office of General Services, Department of Administration and Management
Mr. Fook-Fai HUEN	Chinese Translation Service, Translation Division, Office of Conference Services, Department of Administration and Management
Mr. William JEFFERSON**	Reference and Bibliography Section, Dag Hammarskjöld Library, Office of Conference Services, Department of Administration and Management
Mr. Pierre KALENZAGA	Division for Regional Cooperation and Self-determination, Department of Political Affairs
Ms. Marion KARUNARATNE**	TV News and Production Services Section, Information Products Division, Department of Public Information
Ms. Teresa LATRIQUE**	Buildings Management Service, Building and Commercial Services Division, Office of General Services, Department of Administration and Management
Ms. Ruth MARK	Commercial, Purchase and Transportation Service, Building and Commercial Services Division, Office of General Services, Department of Administration and Management
Ms. Joan Lesley MATHANGANI	Commercial, Purchase and Transportation Service, Building and Commercial Services Division, Office of General Services, Department of Administration and Management
Mr. John Herbert MAYERS**	Distribution Section, Publishing Division, Office of Conference Services, Department of Administration and Management
Mr. John MCGREEVY	Security and Safety Service, Office of General Services, Department of Administration and Management

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Alternate members

Ms. Patricia VINGO	Information Products Division, Department of Public Information
Ms. Dorothy WOO**	Transnational Corporation and Management Division, Department of Economic and Social Development

2. Ms. Wing-Yee Chu Pavlosky will serve as Secretary of the Appointment and Promotion Panel.

UNITED NATIONS

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Secretariat

ST/IC/1992/47
24 August 1992

INFORMATION CIRCULAR

To: Members of delegations and staff

From: The Assistant Secretary-General for General Services

Subject: FIRST DAY OF ISSUE: "MISSION TO PLANET EARTH" STAMPS, SOUVENIR CARD, MAXIMUM CARDS AND NEW POSTAL STATIONERY

Stamps

1. On Friday, 4 September 1992, the United Nations Postal Administration (UNPA) will issue a set of three 10-stamp minisheets with the theme "Mission to Planet Earth" to commemorate International Space Year 1992.

29 cents

2. Each sheet consists of five horizontal se-tenant pairs of stamps with a special crown. The sheets of stamps have slit perforations rather than the traditional pinhole method of perforation.

3. The stamps were designed by Attila Hejja, United States of America, while the sheet concept and design is the work of Rocco J. Callari, a United Nations staff member.

4. The stamps will be printed in photogravure by Helio Courvoisier S.A., Switzerland, as follows:

Quantities:	29 cents	1 500 000
	F.s. 1,10	1 650 000
	S 10	2 100 000
Size:	36 mm x 30.4 mm	
Perforation:	Roulette	

F.s. 1,10

S 10

(United States equivalents: F.s. 1,10 - 91 cents; and S 10 - $1.07, subject to exchange-rate fluctuation.)

5. Owing to the unusual format of the sheets, collectors are advised that the following selling units are available:

(a) Mint stamps:

Single:	One attached plain se-tenant pair
Full sheet:	Five se-tenant pairs with crown (10 stamps)

(b) First-day covers:

Single:	One cover affixed with one attached plain se-tenant pair of stamps
MI block of four:	One cover affixed with two se-tenant pairs from the BOTTOM of the sheet ONLY
Combination:	One cover affixed with one se-tenant pair with the TOP border of the sheet (to include crown)
Jumbo:	One large cover with a full sheet
Triple cancelled combination:	One large cover affixed with one se-tenant pair together with the TOP border design of each denomination

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Souvenir card

6. The forty-first in a series of souvenir cards will also be released on 4 September 1992 to coincide with the "Mission to Planet Earth" issue. The card, designed by Rocco J. Callari, a United Nations staff member, will be printed in a quantity of 90,000 by Helio Courvoisier S.A., Switzerland, using an offset lithography process.

Maximum cards

7. On 4 September 1992, UNPA will issue its third set of maximum cards. The three designs (one for each of the three offices) will relate to the common theme "Mission to Planet Earth".

8. The maximum card cancelled United Nations/New York will sell for 88 cents. The cancelled United Nations/Geneva and cancelled United Nations/Vienna are priced at $2.17 and $2.46 respectively, but are subject to exchange-rate fluctuations.

New postal stationery

9. Two air letters and three postal cards will be issued on 4 September 1992:

(a) The 45 cent air letter was designed by Robert Stein, a United Nations staff member, based on a concept by G. Calvi, Brazil. It will be printed in an initial quantity of 185,000;

(b) The S 12 air letter was designed by Rocco J. Callari and has an initial printing quantity of 200,000;

(c) The 40 cent postal card is an adaptation of the 1991 $2.00 stamp adapted by Rocco J. Callari and Robert Stein from a photograph taken by Unmesh, who is also a United Nations staff member. An initial quantity of 150,000 is planned;

(d) The F.s. 0,90 postal card is an adaptation of the 1990 F.s. 5,00 definitive stamp designed by Guy Breniaux, France, and has an initial quantity of 150,000;

(e) The S 6 postal card is an adaptation of the 1990 S 1.50 definitive stamp designed by Kurt Regschek, Austria, and has an initial printing quantity of 445,000.

(United States equivalents: F.s. 0,90 - 75 cents; S 6 - 64 cents; and S 12 - $1.29, subject to exchange-rate fluctuation.)

10. The postal cards were designed by Rocco J. Callari and Robert Stein.

11. The new postal stationery will be printed by Mercury-Walch, Australia, using an offset lithography process.

12. For the convenience of collectors at Headquarters, UNPA will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first day cachets ONLY.

13. Members of delegations and the staff may obtain the new stamps and related products as well as the first day cancellations on Friday, 4 September, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building: 9 a.m. to 5.30 p.m.;

(b) The counter at the north end of the Secretariat lobby, from 9 a.m. to 4 p.m.

UNITED NATIONS

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Secretariat

ST/IC/1992/48
26 August 1992

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: STAFF DAY 1992

1. The observance of Staff Day on Friday, 11 September 1992, is an official function sponsored jointly by the Secretary-General and the Staff Union. It is intended to give staff members a chance, before the work of the General Assembly, not only to relax and have fun but also to reaffirm the esteem we hold for each other and the work we perform. Staff Day is not intended to be a "day off". It will be a success if staff members participate together in the events that have been planned, and it is hoped that staff members at all levels will join in the spirit of this endeavour. Supervisors are expected to cooperate fully in releasing staff members and are encouraged to participate themselves. In offices where the exigencies of service require some staff members to be on duty at all times, supervisors are asked to exercise flexibility and devise equitable arrangements to allow the greatest staff participation possible. To the extent feasible with no impairment to the provision of essential services, staff members who do not work conventional shifts should be able to participate in events scheduled during regular working hours without being expected to complete their normal assignments as well.

2. The following is a general schedule of events. A complete Staff Day programme giving full details will be issued by the Staff Union.

3. The day's activities will begin at 9 a.m. with a parade from the Dag Hammarskjöld Plaza to the Secretariat Circle where the official opening ceremony will take place.

4. At 10 a.m., in the General Assembly Hall, the Secretary-General, Mr. Joseph Vernon Reed, Under-Secretary-General, Special Representative of the Secretary-General for Public Affairs, and the President of the Staff Committee will address the staff.

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5. Some of the other activities tentatively planned for the day are as follows:

(a) Staff Day talent show;

(b) Presentation of a movie;

(c) An international fashion show;

(d) A jazz presentation.

6. The Staff Day Ball will begin at 7 p.m. in the General Assembly Public Lobby. At the same time, in a portion of the first basement below the General Assembly area, there will be separate areas for disco dancing and various other forms of entertainment.

7. Admission to all events will be on a first-come, first-served basis upon presentation of a valid United Nations grounds pass. Staff members are asked to arrive at events 15 minutes before the scheduled starting times.

8. Staff members will be admitted to the Staff Day Ball upon presentation of invitation ticket and their grounds pass. Guests of staff members will be admitted only if they are in possession of a guest ticket. Staff members holding tickets for their guests are advised to make prior arrangements to meet them at either the 43rd Street or the 45th Street pedestrian gates. Security arrangements make it necessary that these requirements be observed strictly; staff members are therefore asked to plan ahead in order to avoid disappointment.

9. Admission tickets to the Staff Day Ball are $2.00 for staff members, and may be obtained upon presentation of their grounds pass between noon and 2 p.m. daily until 11 September in the Secretariat Staff Lounge. To accommodate those who work at night, tickets will also be available at the same location from 8.30 a.m. to 3.30 p.m. and from 6 to 8.30 p.m. from 8 to 10 September. Guest tickets will be priced at $15.00 and can be purchased at the same times and locations. Please note that tickets for staff members or their guests will not be available at any time after 2 p.m. on Staff Day and will not be sold at the entrance to the Ball.

10. Liquor, wine, beer, juices and soft drinks will be available at bars in the dancing areas from 7 p.m. to 12.30 a.m. Prices will be as follows: hard liquor, wine and beer: $3.00; juices and soft drinks: $2.00. Bars will supply beverages only upon presentation of drink tickets bought from cashiers who will be located at the entrances and near the bars. Refunds for unused drink tickets may be obtained from the cashiers only until midnight on Staff Day; after that time no refunds will be made under any circumstances. The Coffee Shop located on the 1st basement concourse of the General Assembly Building will be open for the duration of the Ball. Hot beverages and sandwiches will be on sale.

11. Staff members, including those without parking authorizations, will be permitted to park in the United Nations Garage after 5.30 p.m. on a first-come, first-served basis at the regular daily rate of $2.50 upon presentation of a grounds pass at the northern entrance at 48th Street and the East River Drive. Guests may also park in the garage if they are accompanied by a staff member in possession of his or her grounds pass.

UNITED
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Secretariat

ST/IC/1992/49
27 August 1992

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: WORKING HOURS*

1. From Tuesday, 15 September 1992, until the last day of the forty-seventh session of the General Assembly, the normal working hours at Headquarters will be 9.30 a.m. to 6 p.m., as provided in staff rule 101.2 (a).

2. Heads of department or office may authorize an alternative schedule of 9 a.m. to 5.30 p.m. for staff of their department or office, or of any major division, if this is more suitable to meet the needs of that particular service. Essential services must be maintained at all times to fulfil the meeting requirements of the General Assembly.

3. From the day following the last day of the forty-seventh session of the General Assembly, the normal working hours will be 9 a.m. to 5 p.m. or 9.30 a.m. to 5.30 p.m., as the case may be, until further notice.

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* Personnel Manual index No. 1230.

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UNITED
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Secretariat

ST/IC/1992/50
14 September 1992

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: COMPUTER TRAINING

1. The purpose of the present information circular is to explain the types of computer training available at Headquarters and to outline the procedures for arranging participation in the programmes. During the past several years, rapid growth in the number of personal computers and connections to the Headquarters local area network (LAN) has taken place, resulting in the widespread availability of computers in all offices. However, the efficient use of computer resources depends on greater familiarity of all staff with computer technology in general and with how it is specifically used within the staff member's own office. Towards this end the Training Service encourages both staff and their supervisors to take advantage of the training facilities described below.

2. At the present time, the Training Service has facilities to offer ongoing instruction in standard software applications supported by the Electronic Services Division including DOS, dBase III and IV, Paradox 3.5, Lotus 1-2-3, QuattroPro, WordPerfect 5.1, Ventura, and Harvard Graphics. Training programmes for non-standard software and specialized computer topics are available either as self-study modules or can be specially arranged through the procedures detailed below.

3. In order to provide flexibility in course scheduling and course content, three types of instructional programmes are available:

(a) Self-study courses;

(b) Instructor-led courses for standard United Nations software;

(c) Courses for specialized departmental electronic data-processing (EDP) needs.

4. Department/office heads, together with their Executive Office, should keep these types of training in mind when reviewing their computer resources and the associated training needs of staff so that the most effective use of these resources can be achieved. If needed, the Training Service can assist managers in drawing up a training plan that would make the best use of available training facilities.

A. Individual study programmes in standard United Nations software

5. The Training Service has a range of individual study materials that allow staff to learn computer concepts and skills at their own pace. These materials are particularly appropriate for persons needing flexibility in their training schedules, either because of the demands of their office or because of the unavailability of an instructor-led class at the time desired.

6. In addition, staff are encouraged to use the individual study materials better to prepare themselves for the instructor-led courses. The success of the instructor-led courses is directly related to the degree to which each individual in a class has the appropriate entry-level skills. Familiarity with basic course concepts allows the course to proceed at a faster pace, the trainees to investigate topics in greater depth and the amount of information retention after the course to increase. Indeed, in some cases, completion of an individual study course is a prerequisite to enrolling in an instructor-led course.

7. The Training Service runs a computer laboratory equipped with 15 personal computers to accommodate staff members needing to use the individual study materials or to practise their computer skills. There are computer-based tutorial programmes not only for all standard software applications used at Headquarters, but other topics as well such as Windows, LANs, and some mainframe topics. Some of the tutorial programmes have accompanying video and audio cassette tapes. A catalogue describing specific courses available can be consulted in the laboratory located in room GA-36A.

8. The laboratory is available for use from 9.30 a.m. to 5 p.m. However, staff using the laboratory for the first time or otherwise needing special assistance must come between 11 a.m. and 2 p.m. Monday to Thursday, when a training assistant is available to provide help in the use of the tutorials. Staff members needing to use the laboratory at all other times should make arrangements with the training assistant either in person or by calling extension 3-0770 between the hours of 3 and 5 p.m. of the work day prior to the day on which the laboratory is to be used.

B. Instructor-led programmes in standard United Nations software

9. The instructor-led training programmes offered by the Training Service cover essentially the same topics as the individual study materials, however the instructors can vary the order and style of presentation of topics depending on the background and interests of the trainees and directly address particular problems of individuals. The benefits of an instructor-led course are maximized when the participants have similar backgrounds and interests. To this end, the Training Service requires that requests for training indicate the staff member's ability levels in the prerequisite computer skills on the computer training application form. A list of currently available instructor-led courses appears in annex I to the present circular.

10. An application for instructor-led computer training can be found in annex II to the present circular. Forms are also available from the Training Service office in room GA-34, ext. 3-2317. WordPerfect training forms are available in room DC1-240, ext. 3-6926. Photocopies of the application forms are acceptable.

11. Because of the limited resources available for instructor-led personal computer training, participation is limited to staff who meet the following criteria, as certified by the staff member's immediate supervisor and executive office:

(a) The staff member's office must have a specifically identified application for which the software is being/will be used;

(b) The staff member's current job functions must require the use of the software package;

(c) The software must already be installed on the computer the staff member will be using;

(d) The staff member must meet the course prerequisites.

12. In addition, it is essential that computer training be scheduled so that the trainee can immediately put to use the skills learned in the classroom. Delays of only a short period of time may significantly reduce the effectiveness of the training received.

13. The Training Service will make every attempt to schedule training so that each office's essential needs are met. On the other hand, offices should contact the Training Service as soon as possible in the event of any cancellations or changes in plans, so that other eligible staff can be given the chance to participate and the use of training resources be kept at an optimal level.

14. The Training Service is not in a position to respond to individual requests for microcomputer training and thus will consider only those requests that come from Executive Offices according to the procedure outlined above.

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C. Training for special departmental electronic data-processing needs

15. Wherever possible, offices should use standard software packages supported by the Organization. As explained in circular ST/IC/1991/4, in the case where offices acquire software packages other than those officially supported by the Organization, it will be the responsibility of the individual office to arrange for training and technical support of such software.

16. However, it is recognized that there will be instances where special training needs will arise. Departments requiring such training of their staff should contact the Training Service to obtain assistance in identifying training resources and in setting up the special training sessions. In some instances it may be possible to arrange on-site training for several staff members rather than sending individuals to courses offered by outside institutes at a premium cost. Requests for assistance must be submitted in writing to the Chief of the Training Service. The Training Service will accommodate these requests to the limits imposed by budgetary resources.

17. To ensure the priority of a request, it is imperative that office managers assess and plan for these specialized training needs at the time of their departmental budget submissions. It is also at this time that the Training Service should be contacted so that training resources can be requested well in advance.

18. Information circular ST/IC/1991/5 of 5 February 1991 on training for office automation technology is hereby cancelled and superseded.

Annex I

Training Service Instructor-Led Computer Course Offerings

Topic area	Course symbol	Course name
Orientation	TR-H-01	Introduction to the personal computer
DOS	TR-H-40	Introduction to DOS
	TR-H-50	Advanced DOS
Word processing	TR-K-10	Introduction to WordPerfect 5.1
	TR-K-20	Intermediate WordPerfect 5.1
	TR-K-30	Advanced WordPerfect 5.1
Database	TR-H-41	Introduction to dBASE III Plus
	TR-H-51	Intermediate dBASE III Plus
	TR-H-61	Introduction to dBASE III programming
	TR-H-71	dBASE Masters
	TR-H-45	Introduction to dBASE IV
	TR-H-55	Intermediate dBASE IV
	TR-H-65	Advanced dBASE IV
	TR-H-75	Introduction to dBASE IV programming
	TR-H-43	Introduction to Paradox
	TR-H-63	Advanced Paradox
	TR-H-73	Paradox programming
Spreadsheets	TR-H-42	Introduction to Lotus 1-2-3
	TR-H-53	Intermediate Lotus 1-2-3
	TR-H-52	Advanced Lotus 1-2-3
	TR-H-62	Lotus Macros
	TR-H-44	Introduction to QuattroPro
	TR-H-54	Intermediate QuattroPro
	TR-H-64	Advanced QuattroPro
Desktop publishing	TR-K-11	Introduction to Ventura desktop publishing
	TR-K-31	Advanced Ventura desktop publishing
Graphics	TR-H-46	Introduction to Harvard Graphics
	TR-H-66	Intermediate Harvard Graphics
	TR-H-56	Advanced Harvard Graphics
Hardware	TR-L-1	Laser jet printing
	TR-H-90	PC troubleshooting

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ANNEX II

APPLICATION FOR COMPUTER TRAINING

UNITED NATIONS, TRAINING SERVICE

Part I. To be completed by the applicant: *(Please Print)*

Course requested: _____ *(Please refer to courses listed in Annex I)*

Index No. _____ Applicant's Name _____

Dept/Unit _____ Room _____ Extension _____ Grade/Level _____ Sex _____

How would you describe your typing skills? *(Circle one)*

1. Adequate for my purposes 2. Can get by but would like more practice 3. Very slow and in need of training 4. Do not know how to type

Are you familiar with the computer keyboard? YES __ NO __

Are you familiar with basic DOS commands (make directory, change directory, copy, etc.)? YES __ NO __

What is your experience with the course topic? *(Circle one)* 1. Beginner 2. Had a previous course only 3. Have working experience

Please have your Supervisor complete Part II. For WordPerfect training you must complete the WP Skills Questionnaire on the back.

Part II. To be completed by applicant's immediate supervisor:

Please provide the following information about the applicant's use of the Personal Computer.

The applicant needs to attend this course in order to perform current job functions. YES __ NO __

The software for which training is being requested has already been installed on the computer the applicant uses. YES __ NO __

This application for training is related to a formal request to the Electronic Services Division (ESD) for equipment or software installation:

Yes __ No __

The applicant is a newly posted staff member replacing another who used a computer to carry out his or her job functions:

Yes __ No __

Briefly explain the application for which the requested software is intended:

_____

_____

Signature _____ Name (please print) _____

Title _____ Room _____ Extension _____ Date _____

Please send to your Executive Office for authorization and forwarding to the Training Service.

Part III. To be completed by the Executive Office

Please indicate the priority assigned to this request in relation to other requests from the department for computer training:

High ___ (please attach explanation) Normal ____ Low ____

Is the applicant funded through extrabudgetary funds or a replacement for someone on a peacekeeping mission or other project funded through extrabudgetary funding?

Yes __ No __

Signature _____

Name (please print) _____ Date _____

Return WordPerfect applications to Training Service, DC1-240, all others return to Training Service, GA-34.

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WORD PROCESSING SKILLS QUESTIONNAIRE

NOTE: The purpose of this questionnaire is to place you in a programme of WordPerfect instruction best suited to your needs. PLEASE FILL IT OUT BEFORE FORWARDING THE APPLICATION FOR WORD PROCESSING TRAINING TO YOUR SUPERVISOR

Name _____ Index No. _____

1. Please rate your WordPerfect skills (check one descriptor):

   a. ____ I am a complete beginner.

   b. ____ I know something about word processing concepts in general, but am unfamiliar with WordPerfect commands.

   c. ____ I know enough WordPerfect to create, edit and print basic documents.

   d. ____ I know the basic functions of WordPerfect as well as some advanced functions such as merges, tables and macros.

   e. ____ I have an advanced knowledge of WordPerfect and my questions tend to be technical in nature.

2. Indicate how you principally use or intend to use WordPerfect (check one of the following):

   a. ____ Informal - typing drafts or documents whose format is determined principally by yourself.

   b. ____ Formal - producing formal documents for the office requiring adherence to formatting guidelines and standards (i.e., memoranda, cables, etc.), carrying out mass production tasks such as address labels and mail merges.

   c. ____ Desk top publishing - producing documents containing tables and graphics along with close attention to font styles and document layout.

3. Rate on a scale of 1 to 4 your familiarity with the following word processing functions (using either WordPerfect or any other word processing software (*please indicate*: _____). Circle the number which best describes your rating where:

   1 = I am unfamiliar with the function and am unsure what it involves.
   2 = I have heard of the function, but I would need training to use it.
   3 = I can carry out the function with occasional reference to a manual.
   4 = I can carry out the function without any reference to a manual.

a.	Cursor movement and navigation within a document	4	3	2	1
b.	Document creation and editing	4	3	2	1
c.	Document and Text formatting	4	3	2	1
d.	Copying and moving text				
	i. within a document	4	3	2	1
	ii. from one document to another	4	3	2	1
e.	Directory management and document filing	4	3	2	1
f.	Printing a document	4	3	2	1
g.	Creation of headers and footers	4	3	2	1
h.	Page breaks and automatic pagination	4	3	2	1
i.	Creation of decimal tabs and columns	4	3	2	1
j.	Creation and editing of tables	4	3	2	1
k.	Insertion of superscripts/subscripts	4	3	2	1
l.	Merging	4	3	2	1
m.	Sorting	4	3	2	1
n.	Macros/Glossaries				
	i. Using	4	3	2	1
	ii. Creating	4	3	2	1
	iii. Editing	4	3	2	1
o.	Labels generation	4	3	2	1
p.	Font selection	4	3	2	1
q.	Use of graphics within a document	4	3	2	1
r.	Generation of table of contents & indices	4	3	2	1
s.	Redlining and strikeout	4	3	2	1
t.	Use of reveal codes in WordPerfect	4	3	2	1

UNITED NATIONS

ST

Secretariat

ST/IC/1992/51
3 September 1992

INFORMATION CIRCULAR

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: HOST COUNTRY TRAVEL REGULATIONS*

1. The Secretary-General has received from the United States Mission to the United Nations a note verbale dated 7 August 1992 advising on changes in procedural requirements for private travel in the United States undertaken by staff members of Russian nationality and their dependants.

2. According to the note, staff members from the Russian Federation and their dependants "will no longer be required to request approval for private recreational travel".

3. However, the individuals concerned will still be required to notify the United States Mission to the United Nations of such recreational travel by submitting a travel notification form (ofmt 100-92).

4. The Secretary-General, in his reply of 7 August 1992, welcomed this decision by the host country, which took effect on 13 July 1992 although the requirement referred to in paragraph 3 above is still of a restrictive character. The Secretary-General, therefore, reiterated the well-known position of principle of the Organization concerning the restrictive and discriminatory treatment of United Nations staff members solely on the basis of their nationality and expressed the hope that all remaining travel restrictions will be removed by the host country as soon as possible.

5. Copies of the two notes verbales are set out in annexes I and II to the present circular.

6. The existing arrangements for official travel will remain unchanged and will be made in the usual manner.

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* Personnel Manual index No. 13019/H.

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Annex I

NOTE VERBALE DATED 7 AUGUST 1992 FROM THE UNITED STATES MISSION TO THE UNITED NATIONS ADDRESSED TO THE SECRETARY-GENERAL

The United States Mission to the United Nations presents its compliments to the Secretary-General of the United Nations and has the honour to inform the Secretary-General of certain changes in procedural requirements for travel in the United States by members of the Permanent Mission of the Russian Federation to the United Nations and Russian nationals at the United Nations Secretariat.

Effective 13 July, all restrictions on travel to closed areas in the United States to which Russian Federation Mission personnel and their dependants were subject have been abolished. (Russian Federation nationals at the United Nations Secretariat have never been affected by closed area controls.) Russian Mission personnel with the rank of Ambassador, Minister and Counsellor may undertake travel to any destination without prior advance notification. Other Russian Federation Mission personnel and their dependants will continue to submit travel notifications to the United States Mission, but may use a revised, streamlined travel notification form.

Russian Federation nationals at the United Nations Secretariat and their dependants will no longer be required to request approval for private recreational travel, but must still submit notifications to the United States Mission for such travel. Private recreational travel for which timely notification is given will not be subject to denial by the Department of State. In cases where notification is not provided on a timely basis, travel may be undertaken only after the Department of State grants a time exception and approval has been received by the traveller. The timely notification requires that travel notification forms be submitted two full working days in advance of the planned departure, not including day of departure or day of submission of travel note.

A revised, streamlined travel notification form (ofmt 100-92) may be used by Russian Federation nationals for private recreational travel notification. (Other nationals at the United Nations who are subject to travel controls will continue to use the standard travel notification/travel authorization/service request form (ofmt 100-90).) Travel notification forms must be typewritten and contain all the following information: traveller's (and accompanying travellers') full name, title, organization, travel date(s), destination(s), routing, mode of transportation and license plate number (not applicable for rentals).

The United States Mission to the United Nations avails itself of this opportunity to renew to the Secretary-General of the United Nations the assurances of its highest consideration.

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Appendix

DEPARTMENT OF STATE - UNITED STATES MISSION TO THE UNITED NATIONS

Travel Notification Form

Sent from: _____

THIS FORM MUST BE TYPED AND FILLED IN COMPLETELY

Continuation sheets may be used as necessary. A separate form must be filed for each trip. (ofmt 100-92)

Date of Request _____/_____/_____
month day year

State Dept. Personal ID # (PID) (If applicable) _____

Name of traveller (Last, First, Middle) _____

Title _____

Organization _____

Names of Acc. Travellers Title State Dept. PID #

----------TRAVEL ITINERARY----------

1) Date _____/_____/_____ From _____Dep. _____am/pm
month day year

mode _____ To _____Arr. _____am/pm

If driving, please provide the following (not applicable for rentals):

License Plate # _____ Make/Colour of Car _____ Year _____

Routes: _____

_____

2) Date _____/_____/_____ From _____Dep. _____am/pm
month day year

mode _____ To _____Arr. _____am/pm

If driving, please provide the following (not applicable for rentals):

License Plate # _____ Make/Colour of Car _____ Year _____

Routes: _____

_____

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(ofmt 100-92)

----------TRAVEL ITINERARY (continued)----------

3) Date ____/____/____ From _____ Dep. _____ am/pm
month day year

mode _____ To _____ Arr. _____ am/pm

If driving, please provide the following (not applicable for rentals):

License Plate # _____ Make/Colour of Car _____ Year ____

Routes: _____

_____

4) Date ____/____/____ From _____ Dep. _____ am/pm
month day year

mode _____ To _____ Arr. _____ am/pm

If driving, please provide the following (not applicable for rentals):

License Plate # _____ Make/Colour of Car _____ Year ____

Routes: _____

_____

5) Date ____/____/____ From _____ Dep. _____ am/pm
month day year

mode _____ To _____ Arr. _____ am/pm

If driving, please provide the following (not applicable for rentals):

License Plate # _____ Make/Colour of Car _____ Year ____

Routes: _____

_____

6) Date ____/____/____ From _____ Dep. _____ am/pm
month day year

mode _____ To _____ Arr. _____ am/pm

If driving, please provide the following (not applicable for rentals):

License Plate # _____ Make/Colour of Car _____ Year ____

Routes: _____

_____

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Annex II

NOTE VERBALE DATED 7 AUGUST 1992 FROM THE SECRETARY-GENERAL ADDRESSED TO THE UNITED STATES MISSION TO THE UNITED NATIONS

The Secretary-General presents his compliments to the United States Mission to the United Nations and has the honour to refer to the latter's note verbale dated 7 August 1992 informing the United Nations of changes in the procedural requirements for travel in the United States by Russian staff members and their dependants.

It is noted that United Nations staff members who are nationals of the Russian Federation and their dependants "will no longer be required to request approval for private recreational travel". However, these individuals will still be required to notify the United States Mission for such recreational travel by submitting a travel notification form. Although this requirement is of a restrictive character, the Secretary-General nevertheless welcomes this decision by the United States.

However, in view of the fact that some restrictions remain for staff members of the Russian nationality and that travel restrictions continue to be in force with respect to staff members of certain other nationalities, the Secretary-General is obliged to reiterate his well-known position of principle concerning the restrictive and discriminatory treatment of United Nations staff solely on the basis of their nationality. In this connection, the Secretary-General wishes to express the hope that all remaining travel restrictions will be removed by the host country as soon as possible.

The existing arrangements regarding official travel in the United States remain unchanged and will be made in the usual manner.

UNITED
NATIONS

ST

Secretariat

ST/IC/1992/52
4 September 1992

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for General Services

Subject: ARRANGEMENTS FOR ADMISSION TO PREMISES, TRAFFIC, DELIVERIES, CATERING FACILITIES AND COMMERCIAL OPERATIONS FOR THE FORTY-SEVENTH SESSION OF THE GENERAL ASSEMBLY

1. The purpose of the present circular is to inform staff members of the arrangements that will be in effect at Headquarters during the forty-seventh session of the General Assembly for admission to premises, traffic, deliveries, catering facilities and commercial operations.

Admission to the Headquarters buildings and access to restricted areas

2. Staff will be admitted to the United Nations premises only upon presentation of valid United Nations Headquarters identification (grounds) passes. Staff members are reminded that, for security reasons and upon instructions of the Secretary-General, identification passes MUST be worn at all times and in a clearly visible manner while inside the premises. It is the responsibility of staff members to ensure that their passes are current. Expired passes will be replaced by the Pass and Identification Unit (room GA-100) upon presentation of an application signed by departmental executive/administrative officers. Staff members who have forgotten their identification passes will be directed to the 46th Street (visitors') entrance where they can obtain a day pass at the information desk in the lobby of the General Assembly Building.

3. The second floor of both the General Assembly and the Conference buildings will be reserved for the use of members of delegations, staff members having official business in that area and accredited members of the information media. Proper identification of such individuals will be

required. Accredited photographers and television film crews must be accompanied by a Liaison Officer of the Department of Public Information onto the second-floor restricted areas. In order to gain access to the second floor, including the North Lounge and the General Assembly, authorized staff members must be in possession of either an identification pass with a gold background or any other valid United Nations pass, together with a restricted-area pass. Bearer passes will be issued under arrangements made through departmental executive offices. Identification passes and restricted-area bearer passes must be worn in a visible manner and are subject to verification by Security Officers.

4. The South Lounge on the second floor of the Conference Building (but not the adjoining Security Council Lounge) is open to staff members when the Security Council is not in session.

5. Staff members are reminded of the existing arrangements which require that persons without a United Nations identification pass who wish to gain access to the premises on business must enter through the 46th Street gate (visitors' entrance) and then pass through the security screening area prior to requesting admission to the Secretariat Building. At the information desk, an inquiry will be made as to whether the official to be visited wishes to receive a visitor. If so, the Security Clearance Officer will issue the appropriate pass after obtaining a piece of personal identification from the visitor. The personal identification will be returned to the visitor upon departure from the building. During peak periods of the General Assembly, staff members are asked to restrict visits by outside persons to those involving official business matters. They will be held responsible for their visitors, whom they will receive and escort back to the public area in the lobby of the General Assembly Building. Staff members will NOT bring visitors into the premises through the Secretariat entrance but only through the 46th Street gate. Guests of staff members will not be permitted in the restricted areas.

6. Further, it may be necessary during peak periods to limit participation in club and recreation group activities on the premises to staff members and others holding valid identification passes. The Ex-Press Bar will not be used for parties during the session of the General Assembly. Whenever possible, the Buildings and Commercial Services Division will endeavour to find alternative arrangements. Members of the staff are encouraged to hold retirement and other office parties in their respective offices.

7. To the extent that space is available, staff members will be accorded access to the gallery seating areas of the conference rooms and General Assembly Hall upon presentation of their identification passes. On certain days, special arrangements may be in effect. It may also be necessary from time to time to suspend public tours in the building.

Traffic in the Secretariat Circle

8. Owing to the volume of traffic, staff members are requested not to join car pools in the Secretariat Circle but to do so in the garage. Staff members who normally arrange to have family or friends meet them in the Secretariat Building to join a car pool from the United Nations garage must make arrangements to meet them outside the United Nations premises. Staff members arriving and departing by taxi will have to be dropped off and picked up outside the 43rd Street entrance. Exceptions will be made for disabled persons upon appropriate certification by the Medical Service.

Parking

9. Parking in the garage will be limited to regular garage users who are in possession of valid parking authorizations. All holders of valid parking permits must ensure that they are prominently displayed and readily visible to Security Officers at entry points and while the vehicles are on the premises. Vehicles not having or displaying a valid permit, sticker, ticket or other symbol of parking entitlement are liable to be towed off the premises for security/safety reasons. Car pools with non-staff members will be required to discharge those passengers before entering the service drive.

10. Only delegation vehicles displaying decals which indicate they have permission to park on the first garage level and southern end of the second level will be permitted to use the ramp between the first and second garage levels. All other vehicles will be required to enter/exit the garage via the 48th Street entrance and to avoid use of the Secretariat Circle.

11. The 42nd Street service entrance will be open for two-way traffic between 8 a.m. and 7 p.m., Monday through Friday.

Delivery and pick-up of packages

12. Current procedures require that, as a rule, official deliveries be made only at the loading platforms in the third basement. External messengers making deliveries of small official packages to the Secretariat will be required to enter through the visitors' entrance in the General Assembly Building and pass through the screening area, where packages will be examined and cleared by Security Officers. The external messengers will then be directed to the reception desk, where the information assistant will contact the office of destination and request that a staff member come to accept delivery of the package. Under no circumstances will external messengers be permitted beyond the reception desk area to make deliveries or pick-ups. If the office of destination is unable to dispatch a staff member to accept delivery and the recipient's signature is not required, the external messenger will deposit the delivery in a locked drop box in the public lobby. United Nations messengers will retrieve items from this box periodically during the day and make deliveries to the recipient office. Under no circumstances may packages exceed 35 pounds or 15.9 kilograms. If delivery by an external messenger requires a signature, it will be necessary for the recipient or a

colleague to come to the public lobby to sign for and claim the delivery. No package other than an official package should be delivered to the Secretariat.

13. Briefcases, packages and shopping bags carried by staff members and visitors are subject to inspection by Security Officers. On occasion, it may also be necessary to inspect vehicles. Administrative instruction ST/AI/309/Rev.1 dated 17 February 1984 outlines the authority of United Nations Security Officers in this regard.

Dining room, other catering facilities and commercial operations

14. The hours of service of the Delegates' Dining Room are 11.30 a.m. to 2.30 p.m. Staff members wishing to eat in the Delegates' Dining Room are encouraged to make their reservations (ext. 3.7625) for an early (11.30 a.m.-noon) or late (2 p.m.) sitting, since the demand at 1 p.m. is usually heavy.

15. Staff members whose lunch hour is not determined by the schedule of meetings are urged not to use the cafeteria when it is most crowded, between 12.45 and 1.45 p.m. It is strongly recommended that they eat in the cafeteria at an early (11.45 a.m.-12.45 p.m.) or late (1.45-2.45 p.m.) sitting. Alternatively, they should use other luncheon facilities in the following areas: Staff Cafe on the fourth floor and UNCA Club on the third floor of the Secretariat Building; the Vendery on the third floor and the Public Coffee Shop in the first basement of the General Assembly Building (visitors' area); and the cafeterias on the third floor of the UNDC-1 Building and on the first floor of the UNDC-3 (UNICEF) Building. Please note that the Vendery is located in the Ex-Press Bar area on the third floor of the General Assembly Building.

16. The following hours of operation will be in effect during the forty-seventh session of the General Assembly:

15 September to 31 December 1992

Cafeteria (Secretariat Building - first floor)

Monday-Friday	8 a.m.-10 p.m.
Saturday	9 a.m.-5 p.m.

UNCA Club (Secretariat Building - third floor)

Monday-Friday	10.30 a.m.-2.30 p.m.

Staff Cafe (Conference Building - fourth floor)

Monday-Friday	Noon-3 p.m.
Saturday	9 a.m.-5 p.m.

Vendery (General Assembly Building - third floor)

Monday-Sunday	Open 24 hours

South Lounge (Conference Building - second floor)

Monday-Friday	11 a.m.-7.30 p.m.

North Lounge Snack Bar (Conference Building - second floor)

Monday-Friday	10 a.m.-7.30 p.m.

Delegates' Dining Room (Conference Building - fourth floor)

Monday-Friday	11.30 a.m.-2.30 p.m.

Coffee Shop (General Assembly Building concourse - first basement)

Monday-Sunday	9 a.m.-4.30 p.m.

Viennese Bar (General Assembly Building - first basement)

Monday-Friday	10 a.m.-4 p.m.

UNDC-1 Cafeteria (third floor)

Monday-Friday	8.30 a.m.-4.30 p.m.

UNDC-3 Cafeteria (UNICEF House - first floor)

Monday-Friday	8.45 a.m.-4.15 p.m.

United Nations Gift Centre (General Assembly Building concourse - first basement)

Monday-Sunday	10 a.m.-5.30 p.m.

Stamp Counter (General Assembly Building concourse - first basement)

Monday-Friday	9.30 a.m.-5.30 p.m.
Saturday-Sunday	9 a.m.-5 p.m.

United Nations Bookshop (General Assembly Building concourse - first basement)

Monday-Saturday	9.30 a.m.-5 p.m.
Sunday	10 a.m.-5 p.m.

Automobile service station (south service entrance - third basement)

Monday-Friday	8.30 a.m.-5.30 p.m.

UNITED NATIONS

ST

Secretariat

ST/IC/1992/53
17 September 1992

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: MEMBERSHIP OF THE 1992 FIELD SERVICE PROMOTION REVIEW PANEL*

1. The Secretary-General, in consultation with and after consideration of a panel of names proposed by the Field Service Staff Union, has appointed the following staff members to serve as members and alternate members of the 1992 Field Service Promotion Review Panel.

Members

Mr. Mauro BARADI	Integrated Management Information System Project, Office of the Under-Secretary-General, Department of Administration and Management
Mr. Rauno HALME**	United Nations Interim Force in Lebanon
Mr. Michael O'CONNOR**	United Nations Interim Force in Lebanon
Ms. Carmen REID	Public Administration Branch, Transnational Corporations and Management Division, Department of Economic and Social Development
Mr. Duncan ROBINSON**	United Nations Truce Supervision Organization

* Personnel Manual index No. 4121.

** Members nominated by the Field Service Staff Union.

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Mr. Roy YERRAKADU	Office of the Director, Accounts Division, Office for Programme Planning, Budget and Finance, Department of Administration and Management

The representative of the Office of Human Resources Management serves as ex officio member.

Alternates

Ms. Rebecca EMERSON	Technological Innovations Service, Electronic Services Division, Office of General Services, Department of Administration and Management
Mr. Haralampos KOUKOPOULOS**	United Nations Disengagement Observer Force
Mr. Sunthorn B. KURATANA**	United Nations Disengagement Observer Force
Ms. Tana LAMBRAKOS	Commercial, Purchase and Transportation Service, Office of General Services, Department of Administration and Management
Ms. Vivian LEWIS	Planning and Meetings Servicing Section, Interpretation and Meetings Division, Office of Conference Services, Department of Administration and Management
Mr. Patrick MORRIS**	United Nations Peace-keeping Force in Cyprus

2. Ms. Wing-Yee Chu Pavlosky will continue to serve as Secretary of the Appointment and Promotion Panel.

UNITED
NATIONS

ST

Secretariat

ST/IC/1992/54
21 September 1992

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: UNITED NATIONS MEDICAL SERVICE

Temporary restriction of services

1. The purpose of the present circular is to inform staff members that the United Nations Medical Service is undergoing a major office reconstruction from now to mid-January 1993. Because of the disruption involved during this period, the Medical Service will only be able to deal with severe medical emergencies of staff members, General Assembly delegates and visitors and to perform some of the mandatory medical examinations. Service for vaccinations for international travel will not be affected.

2. The laboratory facility will be moved temporarily to the Medical Unit located in the DC1 building; laboratory procedures will be limited to the needs of the above-mentioned medical services.

3. The understanding and cooperation of staff members in keeping visits to the Medical Service to a minimum during the affected period would be highly appreciated.

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UNITED NATIONS

ST

Secretariat

ST/IC/1992/55
24 September 1992

INFORMATION CIRCULAR

To: Members of delegations and staff

From: The Assistant Secretary-General for General Services

Subject: FIRST DAY OF ISSUE
"SCIENCE AND TECHNOLOGY FOR DEVELOPMENT" STAMPS
SOUVENIR CARDS, MAXIMUM CARDS AND DEFINITIVE STAMPS

COMMEMORATIVE STAMPS

1. The United Nations Postal Administration (UNPA) will issue the fifth set of commemorative stamps for 1992 on Friday, 2 October, on the theme "Science and technology for Development". The set of six stamps, illustrated below, were designed by Saul Mandel, United States of America.

SCIENCE AND TECHNOLOGY FOR DEVELOPMENT UNITED NATIONS
29c
SCIENCE ET TECHNIQUE AU SERVICE DU DÉVELOPPEMENT NATIONS UNIES
F.S.0,90
S5.50
WISSENSCHAFT UND TECHNOLOGIE IM DIENSTE DER ENTWICKLUNG VEREINTE NATIONEN
SCIENCE AND TECHNOLOGY FOR DEVELOPMENT UNITED NATIONS
50c
SCIENCE ET TECHNIQUE AU SERVICE DU DÉVELOPPEMENT NATIONS UNIES
F.S.1,60
WISSENSCHAFT UND TECHNOLOGIE IM DIENSTE DER ENTWICKLUNG VEREINTE NATIONEN
S7

Denominations	29 cents	800 000
	50 cents	700 000
and	F.s. 0,90	700 000
	F.s. 1,60	700 000
quantities:	S 5.50	800 000
	S 7	800 000

Size: 41 mm x 26 mm
Perforation: 14

290992

(United States equivalents - F.s. 0,90: 78 cents; F.s. 1,60: $1.40; S 5.50: 61 cents; S 7: 77 cents - subject to exchange-rate fluctuation.)

2. The sheets of 50 stamps will be vertical.

SOUVENIR CARD

3. The forty-second in a series of souvenir cards will also be released on 2 October 1992 to coincide with the "Science and technology for development" issue. The card, designed by Robert Stein, a United Nations staff member, depicts the six new stamps and carries a statement attributable to the United Nations General Assembly. A quantity of 90,000 cards will be printed by Unicover Corporation, United States, using an offset printing process. They will be available for a period of three months, while supplies last.

MAXIMUM CARDS

4. On 2 October 1992, UNPA will issue its fourth set of maximum cards. The designs, by Maurice Gouju, France, relate to the common theme "Science and technology for development". Six different cards (one for each different stamp design) will be affixed with the appropriate single stamp and cancelled first day of issue relevant to the respective office.

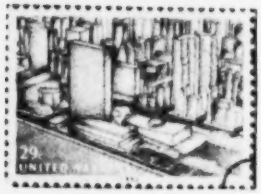
5. The maximum cards cancelled United Nations New York will sell for 59 cents and 80 cents. The cancelled United Nations Geneva are priced at $1.11 and $1.73 while the cancelled United Nations Vienna are priced at 94 cents and $1.10, subject to exchange-rate fluctuations.

NEW DEFINITIVE STAMPS

6. Five definitive stamps will also be issued on 2 October 1992. The stamps, in denominations of 4 cents, 29 cents, 40 cents, S 5.50 and S 7 will be issued to meet current and make-up postage rates.

(a) The 4 cents and 40 cents stamps, illustrated here, were designed by Banks and Miles of the United Kingdom of Great Britain and Northern Ireland. They show, in graphic illustrations, different perspectives of the United Nations University in Tokyo, Japan. Each will have an initial printing quantity of 1,500,000. The stamps were printed by Cartor S.A., France, by lithography.
Stamps size: 42 mm x 26.5 mm
Perforation: 14.

(b) The 29 cents stamp, at right, was designed by Robert Stein, a United Nations staff member, and shows United Nations Headquarters, New York.
Stamps size: 36 mm x 26 mm
Perforation: 13.1



(c) The S 5.50 stamp, shown here, was designed by Gundi Groh, Austria, and depicts a woman against a leafy background, surrounded by birds, a butterfly and a soft pink rose, creating an overall effect of peaceful contemplation.
Stamps size: 26 mm x 36 mm
Perforation: 13.1

(d) The S 7 stamp, at right, shows the Vienna International Centre and was designed by Rocco J. Callari, a United Nations staff member.
Stamps size: 36 mm x 26 mm
Perforation: 13.1

(e) The 29 cent, S 5.50 and S 7 stamps have been printed by Walsall Security Printer Ltd., United Kingdom, by photo lithography. Initial quantities of 1,750,000 of the 29 cents stamp and 2,100,000 of each of the S 5.50 and S 7 stamps have been printed.

7. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first-day cachets ONLY. UNPA will also provide a prepared triple cancelled combination on a jumbo cover of the "Science and technology for development" issue.

8. Members of delegations and the staff may obtain the new stamps and first-day cancellations on Friday, 2 October, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building: 9 a.m. to 5.30 p.m.;

(b) The counter at the north end of the Secretariat lobby from 9 a.m. to 4 p.m.

UNITED NATIONS

ST

Secretariat

ST/IC/1992/56
24 September 1992

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: REVISED SALARY SCALES FOR STAFF IN THE GENERAL SERVICE, SECURITY SERVICE, TRADES AND CRAFTS, PUBLIC INFORMATION ASSISTANT AND LANGUAGE TEACHER CATEGORIES AT HEADQUARTERS*

1. The current procedure for effecting interim adjustments of the salary scales for staff in the General Service and related categories at Headquarters calls for an adjustment in the net salaries of such staff by 100 per cent of the movement of the consumer price index (CPI) for New York, whenever the CPI has increased by 5 per cent or more over the level reached at the time of the previous revision of the salary scale, or every 12 months, whichever comes first.

2. The CPI for the month of August 1992 reflects a 3.7 per cent movement over the August 1991 index. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Security Service, Trades and Crafts, Public Information Assistant and Language Teacher categories will be adjusted upwards by 3.7 per cent, with effect from 1 September 1992.

3. As indicated in paragraph 14 of information circular ST/IC/1992/29 dated 29 April 1992, the General Assembly at its forty-sixth session approved, with effect from 1 January 1992, a revised scale of staff assessment rates for the General Service and related categories. Gross salaries of the current salary revisions reflect the application of these revised rates. The resulting gross salaries for certain levels and steps of the General Service, Security Service, Trades and Crafts and Public Information Assistant scales, and all

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* Personnel Manual index No. 3120.

levels of the Language Teachers scale, yield lower amounts than the corresponding previous gross salaries effective 1 September 1991. In line with the modalities approved by the General Assembly with respect to the implementation of the revised rates of staff assessment, at those levels and steps where the revised gross salaries are lower than those under the previous salary scale effective 1 September 1991, the latter gross salaries will be retained for the purpose of computing pension contributions and benefits for those staff members who entered on duty prior to 1 September 1992. This transitional measure shall remain in effect until the retained gross salaries are overtaken as a result of subsequent revisions to the salary scales. However, for the purpose of computing separation payments, the revised gross salaries effective 1 September 1992 shall apply to all staff members concerned.

4. Pursuant to the procedure approved by the International Civil Service Commission at its fifteenth session, which is described in information circular ST/IC/82/48 of 1 July 1982, the dependent child allowance for staff in the General Service and related categories at Headquarters is hereby revised from $1,104 to $1,140 net per year, with effect from 1 September 1992. The latter amount represents 3 per cent of the average of the lowest and highest net salaries under the New York salary scale (G-1, step I, and S-7, step IX).

5. The amounts of the dependent spouse allowance, of the allowance for the first dependent child of a single, widowed or divorced staff member and of the secondary dependant's allowance and language allowance remain unchanged.

6. The implementation of the revised salary scales, which are contained in the annex to the present circular, will be reflected in the end-of-September 1992 payroll.

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Annex

SALARY SCALES FOR STAFF IN THE GENERAL SERVICE, SECURITY SERVICE, TRADES AND CRAFTS, PUBLIC INFORMATION ASSISTANT AND LANGUAGE TEACHER CATEGORIES AT HEADQUARTERS

A.1. Salary scale for staff in the General Service category at Headquarters showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 September 1992

	Steps										
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI
G-7 (Gross)	44 546	46 307	48 078	49 849	51 621	53 392	55 171	56 954	58 738	60 521	62 307*
(Net)	33 981	35 274	36 567	37 860	39 153	40 446	41 739	43 032	44 325	45 618	46 911*
G-6	40 167	41 756	43 346	44 935	46 527	48 127	49 727	51 327	52 927	54 531	56 142*
	30 763	31 931	33 099	34 267	35 435	36 603	37 771	38 939	40 107	41 275	42 443*
G-5	36 186	37 616	39 053	40 493	41 932	43 371	44 811	46 252	47 701	49 151	50 600*
	27 828	28 886	29 944	31 002	32 060	33 118	34 176	35 234	36 292	37 350	38 408*
G-4	32 626	33 918	35 209	36 501	37 793	39 093	40 393	41 694	42 995	44 295	45 596*
	25 193	26 149	27 105	28 061	29 017	29 973	30 929	31 885	32 841	33 797	34 753*
G-3	29 396	30 561	31 726	32 897	34 070	35 243	36 416	37 589	38 767	39 948	41 129*
	22 790	23 658	24 526	25 394	26 262	27 130	27 998	28 866	29 734	30 602	31 470*
G-2	26 499	27 552	28 604	29 656	30 709	31 761	32 819	33 878	34 938	35 997*	
	20 632	21 416	22 200	22 984	23 768	24 552	25 336	26 120	26 904	27 688*	
G-1	23 880	24 825	25 771	26 721	27 672	28 621	29 576	30 528	31 479*		
	18 670	19 379	20 088	20 797	21 506	22 215	22 924	23 633	24 342*		

Increments: Salary increments within the levels are awarded annually on the basis of satisfactory service.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 140
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance (to be included in pensionable remuneration):

	$ (Per annum)
First additional language	1 164 net
Second additional language	582 net

* Long-service step:

Step XI at levels G-3 to G-7, step X at level G-2, step IX at level G-1 are long-service steps. The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

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A.2. General Service category - schedule of gross salaries applicable to staff members who entered on duty prior to 1 September 1992

(In United States dollars)*

Level	Steps										
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI
G-7 (Gross)	-	46 398	48 347	50 295	52 244	54 192	56 141	58 089	60 038	61 986	63 934
G-6	-	-	-	-	46 642	48 402	50 161	51 920	53 680	55 439	57 198
G-5	-	-	-	-	-	-	-	46 338	47 931	49 525	51 119
G-4	-	-	-	-	-	-	-	-	-	-	45 627
G-3	-	-	-	-	-	-	-	-	-	-	-
G-2	-	-	-	-	-	-	-	-	-	-	-
G-1	-	-	-	-	-	-	-	-	-	-	-

* The application of the revised rates of staff assessment resulted, for certain levels and steps, in lower gross salaries than those in effect under the previous salary scale effective 1 September 1991. At those levels and steps, the gross salaries effective 1 September 1991, which are shown above, should be retained for the purpose of computing pension contributions and benefits for staff who entered on duty prior to 1 September 1992. However, for purposes of computing separation payments, the revised gross salaries effective 1 September 1992 shall apply.

B.1. Salary scale for staff members in the Security Service category at Headquarters showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 September 1992

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
S-7 (Gross)	59 061	61 272	63 493	65 719	67 946	70 175	72 432	74 690	76 948*				
(Net)	44 559	46 162	47 765	49 368	50 971	52 574	54 177	55 780	57 383*				
S-6	54 859	56 920	58 981	61 041	63 110	65 185	67 260	69 335	71 430*				
	41 513	43 007	44 501	45 995	47 489	48 983	50 477	51 971	53 465				
S-5	50 668	52 567	54 469	56 381	58 292	60 204	62 117	64 042	65 967				
	38 458	39 844	41 230	42 616	44 002	45 388	46 774	48 160	49 546*				
S-4	46 408	48 151	49 893	51 636	53 378	55 128	56 883	58 637	60 392*				
	35 348	36 620	37 892	39 164	40 436	41 708	42 980	44 252	45 524*				
S-3	43 484	44 842	46 201	47 568	48 936	50 303	51 670	53 037	54 407	55 783	57 160*		
	33 201	34 199	35 197	36 195	37 193	38 191	39 189	40 187	41 185	42 183	43 181*		
S-2	39 244	40 472	41 701	42 929	44 158	45 386	46 619	47 856	49 093	50 330	51 567	52 804	54 041*
	30 084	30 987	31 890	32 793	33 696	34 599	35 502	36 405	37 308	38 211	39 114	40 017	40 920*
S-1	35 016	36 108*											
	26 962	27 770*											

Increments: Salary increments within the levels are awarded annually on the basis of satisfactory service.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 140
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance (to be included in pensionable remuneration):

	$ (Per annum)
First additional language	1 164 net
Second additional language	582 net

* Long-service step:

Step IX at levels S-4 to S-7, step XI at level S-3, step XIII at level S-2 and step II at level S-1 are long-service steps. The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

B.2. Security Service category - schedule of gross salaries applicable to staff members who entered on duty prior to 1 September 1992

(In United States dollars)*

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
S-7 (Gross)	60 388	62 803	65 219	67 634	70 050	72 466	74 881	77 297	79 713				
S-6	55 797	58 048	60 300	62 552	64 803	67 055	69 306	71 558	73 809	-	-	-	-
S-5	51 192	53 281	55 370	57 459	59 548	61 638	63 727	65 816	67 905	-	-	-	-
S-4	46 506	48 423	50 341	52 258	54 175	56 092	58 009	59 927	61 844	-	-	-	-
S-3	-	-	46 286	47 789	49 292	50 795	52 298	53 802	55 305	56 808	58 311	-	-
S-2	-	-	-	-	-	45 400	46 742	48 103	49 464	50 825	52 186	53 547	54 908
S-1	-	-	-	-	-	-	-	-	-	-	-	-	-

* The application of the revised rates of staff assessment resulted, for certain levels and steps, in lower gross salaries than those in effect under the previous salary scale effective 1 September 1991. At those levels and steps, the gross salaries effective 1 September 1991, which are shown above, should be retained for the purpose of computing pension contributions and benefits for staff who entered on duty prior to 1 September 1992. However, for purposes of computing separation payments, the revised gross salaries effective 1 September 1992 shall apply.

C.1. Salary scale for staff members in the Trades and Crafts category showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 September 1992

Level	Steps						
	I	II	III	IV	V	VI	VII*
T-8 (Gross)	54 823	56 655	58 487	60 319	62 151	63 996	65 840
(Net)	41 487	42 815	44 143	45 471	46 799	48 127	49 455
T-7	51 542	53 258	54 979	56 706	58 433	60 160	61 887
	39 096	40 348	41 600	42 852	44 104	45 356	46 608
T-6	48 263	49 873	51 482	53 092	54 706	56 327	57 948
	36 702	37 877	39 052	40 227	41 402	42 577	43 752
T-5	44 997	46 496	48 001	49 507	51 012	52 518	54 023
	34 313	35 412	36 511	37 610	38 709	39 808	40 907
T-4	41 752	43 140	44 528	45 916	47 312	48 710	50 107
	31 928	32 948	33 968	34 988	36 008	37 028	38 048
T-3	38 501	39 786	41 072	42 358	43 644	44 929	46 216
	29 538	30 483	31 428	32 373	33 318	34 263	35 208
T-2	35 272	36 445	37 618	38 796	39 977	41 158	42 339
	27 151	28 019	28 887	29 755	30 623	31 491	32 359
T-1	32 032	33 104	34 176	35 247	36 319	37 391	38 465
	24 754	25 547	26 340	27 133	27 926	28 719	29 512

Increments: Salary increments within the levels are awarded annually on the basis of satisfactory service.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 140
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance (to be included in pensionable remuneration):

	$ (Per annum)
First additional language	1 164 net
Second additional language	582 net

* Long-service step:

The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

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C.2. Trades and Crafts category - schedule of gross salaries applicable to staff members who entered on duty prior to 1 September 1992

(In United States dollars)*

Level	Steps						
	I	II	III	IV	V	VI	VII*
T-8 (Gross)	55 759	57 761	59 763	61 764	63 766	65 767	67 769
T-7	52 159	54 045	55 931	57 817	59 703	61 589	63 475
T-6	48 552	50 322	52 092	53 863	55 633	57 403	59 173
T-5	-	46 606	48 263	49 919	51 575	53 231	54 888
T-4	-	-	-	45 970	47 506	49 044	50 581
T-3	-	-	-	-	-	-	46 298
T-2	-	-	-	-	-	-	-
T-1	-	-	-	-	-	-	-

* The application of the revised rates of staff assessment resulted, for certain levels and steps, in lower gross salaries than those in effect under the previous salary scale effective 1 September 1991. At those levels and steps, the gross salaries effective 1 September 1991, which are shown above, should be retained for the purpose of computing pension contributions and benefits for staff who entered on duty prior to 1 September 1992. However, for purposes of computing separation payments, the revised gross salaries effective 1 September 1992 shall apply.

D.1. Salary scales for staff members in the Public Information Assistant and Tour Coordinator/Supervisor category at Headquarters showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 September 1992

Level		Steps I	II	III	IV	V
Public information assistant I	(Gross)	31 834	33 185			
	(Net)	24 606	25 607			
Public information assistant II and tour coordinator		34 665	36 143	37 622	39 107	40 596
		26 702	27 796	28 890	29 984	31 078
Tour coordinator/supervisor and briefing assistant a/		39 313	41 245	43 177	45 109	47 048
		30 135	31 555	32 975	34 395	35 815

a/ Includes briefing assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: Salary increments within the levels are effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public information assistant I	6 months
Public information assistant II	12 months

No increments are paid in the case of staff members whose service ceases during the month in which the increment would ordinarily have been due.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 140
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance: Not entitled.

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D.2. Public Information Assistant and Tour Coordinator/Supervisor category - schedule of gross salaries applicable to staff members who entered on duty prior to 1 September 1992

(In United States dollars)*

	Steps				
Level	I	II	III	IV	V
Public information assistant I (Gross)	-	-			
Public information assistant II and tour coordinator	-	-	-	-	-
Tour coordinator/supervisor and briefing assistant a/	-	-	-	-	47 213

* The application of the revised rates of staff assessment resulted for step V of the tour coordinator/supervisor and briefing assistant level in a lower gross salary than that in effect under the previous scale effective 1 September 1991. Therefore, the gross salary figure effective 1 September 1991, which is shown above, should be retained for the purpose of computing pension contributions and benefits for staff who entered on duty prior to 1 September 1992. However, for purposes of computing separation payments, the revised gross salaries effective 1 September 1992 shall apply.

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E.1. Salary scale for staff members in the Language Teacher category at Headquarters showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 September 1992

Level		Steps										
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI*
Language teacher	(Gross)	46 341	48 082	49 823	51 564	53 305	55 054	56 807	58 560	60 313	62 067	63 832
	(Net)	35 299	36 570	37 841	39 112	40 383	41 654	42 925	44 196	45 467	46 738	48 009

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Work schedule: The yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave with full pay.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 140
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance: Not entitled.

* Long-service step:

The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

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E.2. Language Teacher category - schedule of gross salaries applicable to staff members who entered on duty prior to 1 September 1992

(In United States dollars)*

Level	Steps										
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI
Language teacher (Gross)	46 434	48 350	50 266	52 181	54 097	56 013	57 928	59 844	61 759	63 675	65 591

* The application of the revised rates of staff assessment resulted in lower gross salaries than those in effect under the previous salary scale effective 1 September 1991. For those staff who entered on duty prior to 1 September 1992, the previous gross salary figures effective 1 September 1991 should be retained for the purpose of computing pension contributions and benefits. However, for purposes of computing separation payments, the revised gross salaries effective 1 September 1992 shall apply.